United Nations A/AC.172/2018/L.1

General Assembly

Distr.: Limited
9 February 2018

Original: English

Committee on Conferences
Organizational session for 2018

Annotated provisional agenda for the organizational session for 2018

Provisional agenda

1. Opening of the session.
2. Election of officers.
3. Adoption of the agenda for the organizational session for 2018.
4. Organization of work for 2018: intersessional departures and related matters.
5. Programme of work for 2018.
6. Adoption of the agenda and dates for the substantive session of 2018.
7. Other business.

Annotations

1. Opening of the session

2. Election of officers

Rule 103 of the rules of procedure of the General Assembly provides that committees other than Main Committees shall elect a Chair, one or more Vice-Chairs and a Rapporteur. These officers shall be elected on the basis of equitable geographical distribution, experience and personal competence. The Bureau of the Committee on Conferences comprises a Chair, three Vice-Chairs and a Rapporteur.

At its organizational session for 1989, held on 1 March 1989, the Committee agreed in principle that thenceforth the chairmanship would rotate annually among the regional groups. At its organizational session for 2017 (547th meeting), held on 21 June 2017, the Committee agreed in principle that the Chair would undertake informal consultations with a view to determining the composition of the Bureau for 2018 and that the Chair and the other members of the Bureau would continue in their capacities until the 2018 Bureau had been elected.

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Documentation

Membership of the Committee on Conferences for 2018 (A/AC.172/2018/INF/1) (to be issued)

3. Adoption of the agenda for the organizational session for 2018

4. Organization of work for 2018: intersessional departures and related matters

At its organizational session for 2017, the Committee adopted the agenda for its substantive session of 2017 and requested the Secretariat to submit to it at its organizational session for 2018 a provisional agenda for its substantive session of 2018.

The Committee will consider requests for intersessional departures in accordance with paragraph 4 of General Assembly resolution 46/190, in which the Assembly took note of the guidelines adopted by the Committee (A/46/32, para. 77), and in accordance with the decisions taken by the Committee at its 373rd meeting, on 26 August 1994, at its 379th meeting, on 23 March 1995, and at its substantive session of 1995.

In accordance with legislative mandates, the Department for General Assembly and Conference Management will administer the programme of meetings as stated in the report of the Secretary-General on improving the performance of the Department (A/57/289, para. 15).

Moreover, meetings of the Committee may be required under the terms of paragraph 6 of General Assembly resolution 35/10 A, by which the Assembly decided that all proposals affecting the schedule of conferences and meetings made at sessions of the Assembly should be reviewed by the Committee when administrative implications were being considered under the requirements of rule 153 of the rules of procedure of the Assembly.

5. Programme of work for 2018

The terms of reference of the Committee are set forth in paragraph 4 of General Assembly resolution 43/222 B of 21 December 1988.

The annex to the present document contains a provisional agenda for the substantive session of 2018. The provisional agenda takes into account standing mandates from the Committee and the General Assembly, as well as information requested by the Assembly in its resolution 72/19 of 1 December 2017 on the pattern of conferences. In the annotations to the provisional agenda the relevant paragraphs in the above resolution are referred to instead of being quoted in extenso.

The information requested by the General Assembly will be presented in a consolidated report of the Secretary-General on the pattern of conferences. Statistical and other relevant data will be presented as information supplementary to the report.

6. Adoption of the agenda and dates for the substantive session of 2018

The Committee may wish to reconfirm the approved dates of 4 to 10 September 2018 for its substantive session.

7. Other business

Annex

Annotated provisional agenda for the substantive session of 2018

Provisional agenda

1. Adoption of the agenda and other organizational matters.
2. Meetings management:
   (a) Adoption of the draft revised calendar of conferences and meetings of the United Nations for 2019;
   (b) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;
   (c) Intersessional departures;
   (d) Utilization of conference-servicing resources by United Nations organs;
   (e) Provision of conference services to meetings of regional and other major groupings of Member States;
   (f) Utilization of the conference centre at the Economic Commission for Africa.
3. Documents management:
   (a) Timely submission, processing and issuance of documents;
   (b) Simultaneous distribution;
   (c) Digitization and uploading of important older United Nations documents.
4. Staffing.
5. Facilities and accessibility:
   (a) Use of United Nations premises;
   (b) Accessibility.
6. Measuring the quality of conference services.
7. Organization of work.
8. Adoption of the report and proposed dates for the organizational and substantive sessions for 2019.

Annotations

1. Adoption of the agenda and other organizational matters

2. Meetings management

(a) Adoption of the draft revised calendar of conferences and meetings of the United Nations for 2019

The draft revised calendar of conferences and meetings of the United Nations for 2019 will be prepared pursuant to paragraphs 2 and 3 of General Assembly resolution 72/19 of 1 December 2017 on the pattern of conferences.

Documentation

Calendar of conferences and meetings of the United Nations for the biennium 2018–2019 (A/AC.172/2018/2)

Draft revised calendar of conferences and meetings of the United Nations for 2019 (A/AC.172/2018/L.2) (to be issued)

(b) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

The Secretariat will report on requests received pursuant to paragraph 15 of General Assembly resolution 47/202 A and section I, paragraph 7, of Assembly resolution 40/243, for action by the Committee.

Documentation

Letter from the Chair of the Committee on Conferences to the President of the seventy-third session of the General Assembly (A/73/__)

(c) Intersessional departures

The Secretariat will compile a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2018, together with information on any action taken by the Committee.

(d) Utilization of conference-servicing resources by United Nations organs

The Secretariat will report on the matter pursuant to paragraphs 14 to 23 of General Assembly resolution 72/19.

Documentation

Statistical data and analysis of the planned and actual utilization of conference-servicing resources allocated to all calendar bodies at all four duty stations will be made available to the Committee as supplementary information.

(e) Provision of conference services to meetings of regional and other major groupings of Member States

The Secretariat will report on the matter pursuant to paragraphs 24 to 26 of General Assembly resolution 72/19.

(f) Utilization of the conference centre at the Economic Commission for Africa

The Secretariat will report on the matter pursuant to paragraph 27 of General Assembly resolution 72/19.

3. Documents management

(a) Timely submission, processing and issuance of documents

The Secretariat will report on the matter, pursuant to paragraphs 51 to 54, 56 to 59, 63 to 66, 70 and 71 of General Assembly resolution 72/19.

(b) Simultaneous distribution

The Secretariat will report on the matter pursuant to paragraphs 55, 61 and 62 of General Assembly resolution 72/19.

(c) Digitization and uploading of important older United Nations documents

The Secretariat will report on the matter pursuant to paragraphs 74 to 81 of General Assembly resolution 72/19.

4. Staffing

The Secretariat will report on the matter pursuant to paragraphs 88 to 90 and 96 to 100 of General Assembly resolution 72/19.

5. Facilities and accessibility

(a) Use of United Nations premises

The Secretariat will report on the matter pursuant to paragraphs 12 and 13 of General Assembly resolution 72/19.

(b) Accessibility

The Secretariat will report on the matter pursuant to paragraph 31 of General Assembly resolution 72/19.

6. Measuring the quality of conference services

The Secretariat will report on the matter pursuant to paragraphs 37 to 42 and 104 to 106 of General Assembly resolution 72/19.

7. Organization of work

In section II.A, paragraph 20, of its resolution 57/283 B, the General Assembly encouraged the Committee to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions for 2019

The Committee will adopt its draft report for 2018 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its seventy-third session. The Committee will approve the dates proposed for its organizational and substantive sessions for 2019.